

Group Memory
Transportation Coop Committee
May 7, 2015

Next Meeting dates

Next Meeting Date:	July 23, 2015, September 24, 2015, November 12, 2015	All meetings to be held at Terminal A – 2nd Floor, Media Room, Sacramento Airport (unless otherwise
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-Desired outcome for next meeting:

Upshot review. All action which have items due.

HSIP / HBP committee update

RTPA Update

Update on the NHS MAP 21.

Agenda for Change – Items Related to State Laws

League Conference Report out – How can we improve for 2016?

~~Poll at March 5 meeting who will be providing comments on the NPRM on NHS Performance Measures.~~

Updates from the 2015 Priority work group leaders

Agenda Committee

Ray

Adriann

Mike P

Robert N

Jean

Bin List & Great Ideas

Report - Ohio experiment on Safe Harbor Indirect Cost Rate (after June 2014) (Ray Z, 12/5/2013)

Some sort of a press release to our different channels on what we are working on, etc. (Colleen, 1/29/2015)

Charter

PURPOSE

California Transportation Coop Committee serves to

- Address transportation funding, procedural and legislative issues related to project delivery from a local perspective. (modified January 2015).
- Enhance the working relationship between cities & counties, COGs and RTPAs, Caltrans, CTC and FHWA. This extends to improving communication with all stakeholders. Collaboration is a key method. (modified January 2015)
- Spread information and improve access to all stakeholders through the use of technology.(modified January 2015)

- Partner with Caltrans and FHWA to improve efficiency and enhance the ability to meet all stakeholder needs. (modified January 2015)

Ground Rules:

Start on time. End on time or early.

Identify if you have to leave early and have an agenda item.

Consensus decisions. You must be able to live with it.

Keep side conversations silent.

Send alternate if you are not able to attend.

Upshot

These are the assignments made at the meeting. As new ones are added they will be appended to the list. As assignments are completed they will be lined out with a ~~strike through~~, but left on the list for one meeting. This will provide a running record of assignments made at these meetings.

September 19, 2013

Ref. #	Who	What	When
32	Ray Z	get the statutes or the foundation of the Caltrans legal opinion relating to software and data sharing 11/7/2013 1/9/2014 3/13/2014 5/01/2014 7/31/2014 9/11/2014 11/13/2014 Jan 29, 2015	3/5/2015 5/7/2015

December 5, 2013

Ref. #	Who	What	When
34	John Winton	Send office bulletin/memo on lump sum/pro rata to the group via Lori. (see discussion notes #1) Today 3/13/2014 5/01/2014 7/31/2014 11/13/2014 Jan 29, 2015	5/7/2015

March 13, 2014

Ref. #	Who	What	When
50	Mike Penrose	Take the lead to survey counties – IRI vs. PCI data – NACE 5/1/2014 7/31/2014 9/11/2014 11/13/2014 Jan 29, 2015	5/7/2015 July 23, 2015

May 29, 2014

64	Ray	Ray will determine what part of the contract code needs to be changed to allow CT to do procurement/prequalification of consultants. (See discussion under agenda	3/5/2015 5/7/2015
65	Tom	Tom will take utility relocation issues back to CAEC for further discussion. (See discussion under agenda item # 13) 7/31/2014 9/11/2014 Jan 29, 2015	5/7/2015 July 23, 2015

September 11, 2014

74	Ray	Clarify percentage-of-cost reference points for PE, CE costs – there are differing opinions among the districts. In the case of smaller (bridge??) projects the percentages don't really apply. Has this caused delivery delays? (See discussion under agenda item # 8) 4/29/2015	3/5/2015 5/7/2015 July 23, 2015
		Take it up with the Bridge Committee – Have them take it up and then report back.	

From November 13, 2014

78	Ray	needs to find out about the decision on trinity guardrail end treatment design. (See discussion under agenda item # 5) Keep the group informed.	12/1/2014 On-going
82	Ray	CT will send out clarification on the FTA transfer of ATP funds. (See discussion under agenda item # 7)	12/1 3/5/2015 3/13/2015
83	Winton	needs to work off line on Allocation for STIP and ATP – How do we pair the allocation process so the E76 does not lag too far behind the allocation process? Work off line and report back to the group. (See discussion under agenda item # 7)	March meeting 2015 5/7/2015 July 23, 2015

From January 29, 2015

80	Jesse	Provide a summary of accomplishments for the CEAC Spring Conference. Send information to be publicized at the CEAC Spring Conference to Jennifer and Chris (See discussion under agenda item # 5)	3/1/2015 3/13/2015
91	Rick	Rick T will take the lead to make a proposal for the 2016 CEAC Spring Conference. Breakout session? Report to the general session? Work with Robert N. (See discussion under agenda item # 5)	3/5/2015 5/7/2015 July 23, 2015
92	Chris,	Set up a blast to follow each TCC Meeting, alerting agencies that the notes are available at a web site include the link.	On-going, following each meeting
93	Work group leaders	Develop work plans (outlines) for your topic areas, report back to this group progress made.	3/5/2015 5/5/2015

From March 5, 2015

95	Ray	CT will send out information to cities and counties on local preference hiring pilot program as it becomes available. (see agenda item # 4	5/7/2015 5/15/2015
96	Ray	CT will follow up with Mike and Ross on concerns about environmental clearance issues brought forward (see agenda item # 4)	5/7/2015
97	Jean	Provide the FHWA presentation and report on the core compliance assessment with this group to CT for distribution. (see agenda item # 7)	3/6/2015
98	Ray	CT will develop a letter to outline the HSIP delivery issues and send it to the HSIP committee for review. (see agenda item # 8)	3/13/2015
99	Chris	Chris will follow up with Lauren on comments re: NPRM.	3/6/2015
100	Ray	Send out a bulletin announcing the four priority area work groups to this group so they can share with their colleagues.	3/6/2015

From May 7, 2015

101	Mark	Update LA website for TCC committee meeting agendas and notes	5/15/2015
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102	Ray	MAP-21 NHS Performance- Pavement: notify local agencies about the status of current collection by CT of 6,000 miles of data. (SEE AGENDA ITEM # 8)	5/15/2015
103	Susan M.	Get a copy of Caltrans comments to FHWA regarding data collection for non-interstate NHS and provide to Ray for distribution to the members. (see agenda item # 8)	5/15/2015
104	Susan M.	Check to see if fair condition is considered "poor rating." Send to Ray for distribution (see agenda item # 8)	5/15/2015
105	Mark	Follow up with Mandy to ensure there is local agency representation working on the data collection project. Los Angeles County has expressed an interest. Caltrans to report back on the status of including local agencies in the pooled fund ARNOLD LRS study.	7/23/2015
106	Rick	put an outline of a proposal together for the process to follow at the 2016 conference.	7/23/2015
107	Rick	Work with Robert and Ray - Draft a survey/questionnaire to gather data on issues and concerns for 2016 conference topics	7/23/2015

Critique from This meeting:

What went well	What Needs Improvement
<p>Ended on time.</p> <p>Good presentations</p> <p>Good allocation of time.</p>	<p>Room – table shape not good for discussion</p> <p>-</p>

Critique from Last meeting:

What went well	What Needs Improvement
<p>Finished early</p>	<p>Agenda timing.</p>

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Meeting Chair:	Ray Zhang – Chief, Division Of Local Assistance
Invitees:	Chris Lee, Pat DeChellis, Dave Flynn, Patty Romo, Mike Penrose, Mike Selling, Tom Mattson, Richard Tippet, Jennifer Whiting, Shawn Cunningham, Robert Newman, Martin Pastucha, Jay Walter, Colleen Ferguson, Todd Capurso, Michael Throne, Adriann Cardoso, Ross McKeown, Juan Perez, Jerry Barton, Mike Woodman, Laurel Janssen, Sharon Scherzinger, Matt Schmitz, Jean Mazur, Steve Pyburn, Mike Johnson, Susan

1	9:00	Introductions	All	
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2	9:10	Ground Rules; Action Items; Review Agenda	Mike Halverson	Understand meeting process and status of action items
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3	9:20	RTPA Update	Adriann Cardoso	Information Sharing
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Agenda Item 3.

3. 1. **Brief report.**

4	9:30	Caltrans Update	Ray Zhang	Information Sharing
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Agenda Item 4. Caltrans Update

4. 1. **CT Strategic Management Plan will be driving activities for the department.**
4. 2. **FHWA Policy for funds management has been released. This new policy says spending must be supported by a cost estimate. Neither CT nor FHWA will be able to go back to “inactive” obligations and de-obligate the funds. CT will be asked to update funding based on most current project cost estimates.**
4. 3.

5	9:40	CTC Allocation Update	Laurel Janssen	Information Sharing
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Agenda Item 5. CTC Allocation Update

5. 1. **Pending legislation will have impacts to fund availability – many unknowns right now for the fund estimate.**
5. 2. **We are still doing allocations for this fiscal year.**
5. 3. **We will have public forums this summer – the first one will be in May in Fresno. There will be seven altogether. We want to talk with businesses and local agencies. We hope to get more participation from the public.**

6	9:50	FHWA Update	Jean Mazur	Information Sharing
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Agenda Item 6. FHWA Update

6. 1. **Local hiring preferences: FHWA has put out all the guidance they will be putting out. CT will be putting a letter out to cover the local hiring pilot program application for CT and FHWA. This is for local labor hiring for contractors, not for hiring local contractors. The location of the actual construction determines what is “local.”**
6. 2. **Authorizations will have a period of performance end date. This will be the last day you can incur costs on a project. Extensions will be allowed. We have temporary implementation guidance. We will be making adjustments to ensure the process for setting the dates is workable.**
6. 3. **FHWA and CT are working on A&E consultant uncompensated overtime issue.**

7	10:00	Caltrans Improvement Project Update	Kate White/Tim Craggs	CIP Workgroup 4 on Design Flexibilities
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Agenda Item 7. Caltrans Improvement Project Update

7. 1. **See powerpoint presentation.**

7. 2. **This project involves five strategic directions: 1) performance management & HR; 2) Smart investment and resource alignment; 3) strategic partnerships; 4) innovation flexibility and risk management; and 5) communication**

8	10:30	MAP-21 NHS Performance- Pavement	Susan Massey	Discuss NHS Pavement Requirements
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Agenda Item 8. MAP-21 NHS Performance- Pavement

8. 1. **See powerpoint presentation**
8. 2. **Pavement thresholds now include international roughness index (IRI), cracking, rutting and faulting. In the past the IRI was the main metric.**
8. 3. **Reporting requirements as proposed require IRI data every two years instead of one year. Data will be collected for one lane, for one direction.**
8. 4. **For minimum condition level is percentage of lane miles on the interstate system in poor condition not to exceed 5%.**
8. 5. **If the minimum is not met for two consecutive years, the must obligate NHPP and transfer STP funds to address the issues.**
8. 6. **Data will be required now on lane miles not centerline miles.**
8. 7. **If there is no data collection, the condition is automatically rated as poor and the penalty kicks in.**
8. 8. **Outcome:**
 8. 8. 1. Ray needs to notify local agencies about the status of current collection by CT of 6,000 miles of data. (see upshot # 102)
 8. 8. 2. Susan M. will get a copy of Caltrans comments to FHWA regarding data collection for non-interstate NHS and provide to Ray for distribution to the members. (see upshot # 103)
 8. 8. 3. Susan M will check to see if fair condition is considered "poor rating." Send to Ray for distribution (see upshot # 104)

9	11:00	HPMS Data Collection		Mandy Chu	Presentation, update
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Agenda Item 9. HPMS Data Collection

9. 1. **See powerpoint presentation.**
9. 2. **DRI will be collecting data in five different areas – there are eight items they will collect for every road. Data sharing is difficult at this time, but the vision is to have a multi-level linear referencing system.**
9. 3. **HPMS has a new requirement per FHWA: Each state needs a safety data system. The linear referencing system will be required for all public roads.**
9. 4. **Caltrans has hired a contract consultant to development of a statewide LRS for all local roads. Caltrans wants to have one LRS to include on-system and off-system roads.**
9. 5. **Outcome:**
 9. 5. 1. Mandy will work with Local Assistance to ensure there is local agency representation working on the data collection project. Los Angeles County has expressed an interest.

10	11:30	CEAC/League Spring Conference Report	Mike Penrose	How can we improve for 2016?
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Agenda Item 10. CEAC/League Spring Conference Report: How can we improve for next year?

10. 1. **Next conference will be in Sacramento.**
10. 2. **What will we be doing in 2016? Suggestion: Come up with a new list of issues to prioritize and tackle. Identify the top priorities for this committee for the next couple of years. Are there new issues? What issues have been addressed?**
10. 3. **We should not try to re-create the 2013 results. That format was good. We need to get new information. We are looking for a new list, and validation that resolution o09f the 2013 items was effective.**

10. 4. **Breakout sessions maybe should be 20 or 30 minutes so people can move around to different sessions .**
10. 4. 1. The desired outcome of the breakout sessions is to validate the items we brought forward for the committee to work on.
10. 4. 2.
10. 5. **Should we do a pre-conference survey?**
10. 5. 1. Survey would allow us to get detailed answers from local agency staff, rather than getting information at the conference –People may be at too high a level to have a command of the details; also it would allow us to focus and ensure the right people are there to address issues.
10. 5. 2. The survey should identify if the issues are still relevant
10. 5. 3. The survey should identify additional issues or concerns.
10. 6. **Outcome:**
10. 6. 1. Rick will put an outline of a proposal together for the process to follow. (see upshot # 106)
10. 6. 2. Rick will work with Ray and Robert to develop a draft of the survey questionnaire. (see upshot # 107)

11	11:45	2015 Priority Work Groups	Group Leaders	Updates
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Agenda Item 11. 2015 Priority Work Groups

11. 1. **Where can we best put federal dollars? Pat D (Lead)– Sharon S, Jean, Ross, John H, Renee, Shawn, Adriann**
11. 1. 1. (Comment from 5/7/2015) Having trouble getting information from others. We are looking for ways to minimize the number of projects with federal dollar participation. Is there a way to pool federal funds for exchange? Any way to provide an incentive? Pat will set up a conference call for the group members.
11. 2. **Tiered Certification system Winton (Lead) - Michael T, Jean, Adriann, Mike S, Ross**
11. 2. 1. (Comment from March 2015) Working on what the minimum qualifications would be. Not working on the tiered aspect now. Jean will be sending information out on certification programs in other states to the work group lead.
11. 2. 2. (Comment from 5/7/2015) We had a conference call a week ago. Team decided the goal is establish MQ's for all local agencies to be able to qualify to administer federally funded projects; develop a draft set of the MQ's and present to this group by the end of the year – last meeting for 2015; November meeting. We also want to present this to the League/CEAC meeting in March 2016. We are focusing on local public agencies, vs. NGO's. We are meeting monthly – next meeting will be June 2; then following the July CTC meeting. We will be researching various states for best practices.
11. 3. **Unobtrusive project performance data collection methods Jean (Lead) - Mark, Mike P, Ross, Renee.**
11. 3. 1. (Comment from March 2015) Hoping to get our group together in the next couple of weeks.
11. 3. 2. (Comment from 5/7/2015) developed out charter. We will be focusing on milestones we need to collect from all the potential milestones. – Post construction Project Milestones were identified. Collect proposed and actual. We are looking for information that is already being gathered. The next step will be to get feedback which milestones among all the possible milestones we would collect. We want to see where projects are in the project development process, and help us identify slippage -
11. 3. 3. (Comment from 5/7/2015) Group comment is that project performance data should be able to help us to see if progress is being made. (Field and agency – dates can be as much as a year apart on federal projects).
11. 3. 4. (Comment from 5/7/2015) It was mentioned as a question, would dates be kept from each progress report rather than overwriting previous dates, so we can see if progress is being made.

11. 3. 5.
11. 3. 6. (Comment from 5/7/2015) Suggestions: Collect DBE data. Find data we already collect.
11. 4. **A&E Procurement Oversight Mark – overall lead, Rick, Tom, Jean and Mike P**
11. 4. 1. (Comment from March 2015) Hoping to schedule the kickoff in the next couple of weeks.
11. 4. 2. (Comment from 5/7/2015) We had a kickoff meeting – We identified four items: On call consultants, pre-qualification, oversight and training. We are collecting issues we need to resolve. We will have further discussions for clarity. For on-call, we are going to look at State of Missouri and Oregon to see what their best practices are. We will be contacting Iowa for pre-qualification information. For oversight, we will try to find agencies that have done well – For Training – we will be looking a guidance in the procedures manual. For our team, the next step is contacting the other states. We will meet in the next couple of weeks. We hope to have the meetings set up with the other states by the end of May.
11. 4. 3. (Comment from 5/7/2015) Suggestion – may need to go with a regional approach.
11. 4. 4. (Comment from 5/7/2015) Avoid scope creep, stay focused.

12	12:20	Meeting Wrap-up <ul style="list-style-type: none">• Review Action Items	All	Preparation for upcoming meeting
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13	12:30	Adjourn		
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